

Public Library Board Of Trustees

Date
Time
Place

Agenda

- 1. Call to Order *Chairperson*
 - a. Roll call and introductions
 - b. Approval of Minutes of previous meeting
 - c. Next meeting date
- 2. Reports: will vary throughout the course of the year. Reports may be presented in advance to save time. The following are examples of what may be included.
 - Financial *Treasurer*
 - Library Director's *Library Director*
 - Committees *Committee Chair*
 - Policy
 - Legislative
 - Friends group
- 3. Action items *Chairperson*
- 4. New Business
- 5. Adjournment

Trustee Tip

A well-run business meeting depends on a carefully planned agenda. Items of business should be listed beforehand. The library director's report may be submitted in advance to save meeting time.